HAZARD ABATEMENT PROJECT REQUEST FORM

ACTIVITY NAME AND ADDRESS:	Date submitted:
	Activity UIC:
	Major claimant:

PROJECT INFORMATION

1. Project title: (*Describe action to abate/eliminate the hazard*)

2. Project No.	3. Estimated Cost (*$K*)	4. Risk Assessment Code *(Circle one)* **1 2 3**	Probability	Severity

5. Problem: No. of people regularly exposed to the hazard: _____

6. Proposed Corrective Action:

7. Applicable Standards/Regulations:

8. Citations (*OSHA, STATE AGENCIES, NOIU, ETC.):*

9. Interim Controls:

10. Points Of Contact (*Enter All Applicable*):

Function	Name	Phone	Fax	Internet E-mail
a. NAVOSH				
b. Facilities:				
c. Claimant:				

Instruction for Preparation of
Hazard Abatement Project Request Form

All Navy activities are eligible to apply for funding. (Marine Corps activities are not eligible since the Marine Corps has a separate OSH program).

CRITERIA FOR PROJECT ACCEPTANCE:

- Projects must be for protection of personnel. Property protection projects will not be funded.
- Projects for environmental cleanup, compliance, or protection will not be funded by the HA program.
- Asbestos projects will be funded only if the asbestos is friable, accessible, and damaged.
- Government Owned Contractor Operated (GOCO) facilities are not eligible.

INSTRUCTIONS: Most data elements should be self-explanatory. If necessary, use additional blank sheets of paper with the project title, activity name and UIC at the top. You may duplicate this form with any word processor. Items that require additional explanation are outlined below:

1. Project Title: Enter a short phrase (up to 50 characters) that describes the proposed action to abate/eliminate the hazard. e.g., “Eliminate fall hazards from ladder on water tower” or “Remove hazardous paint solvent vapors in <LOCATIONS>”. The title should make it clear that the project is to correct a safety and/or health hazard and is not a routine maintenance project, energy conservation project, or other project not related to safety and health.
2. Project No.: Provide only if a local project has been developed. Otherwise enter “N/A”. This is usually in a format such as “R2-93”, or “C003-94”.
3. Cost Estimate: Estimates at this stage are for budget development and need to be reasonably accurate. Any acceptable method for cost estimating may be used.
4. Risk Assessment Code (RAC), Mishap Probability, and Hazard Severity: The RAC is a single digit determined according to the instructions in Chapter 12 of OPNAVINST 5100.23. In addition to circling the RAC, enter the Mishap Probability and Hazard Severity. (For asbestos projects refer to Appendix 12-B: “Risk Assessment Code Methodology - Asbestos”).
5. Problem Description: Enter the number of employees regularly exposed to the hazard. Briefly describe the nature of the hazard (include information about injuries, near misses, etc., related to this hazard). Include a statement of what injury or illness the hazard might cause. Include industrial hygiene data or other survey data as appropriate. The description should be understandable to the general reader.
6. Proposed Corrective Action: This paragraph should answer the question “What will the project do and how well will it correct the deficiency?” Include numbers such as "…install climbing devices on 15 ladders." It should be understandable to the general reader.
7. Applicable Standards: Primarily Occupational Safety and Health Administration standards but could also include National Fire Protection Assoc., ANSI, ASME, etc. The standard must be specific to the hazard addressed.
8. Citations (if any): Enter the agency, date and nature of citation.
9. Interim Controls: Enter controls in place to protect people until a permanent engineering fix is installed. E.g., respirators, special procedures (describe), etc.
10. Consult with Echelon 2 Facilities and OSH personnel to determine if Major Claimant Actions will abate the hazard. Enter one Echelon 2 person contacted in block 10.
11. Submit one or more photographs with the request form. Digital photos in .jpg format are preferred but other formats are acceptable. If on paper, please make the photos 4X6 or 5X7 inches.
12. Submit applications by electronic mail, surface mail, or fax to the program manager for your area indicated on the attached HA Program Contacts List. For additional information call your area HA Program Manager.

Instructions for Determining
Risk Assessment Code (RAC) for Safety & Health Projects

Assign a Risk Assessment Code (RAC) to safety & health deficiency projects using the following methodology derived from OPNAVINST 5100.23D, Chap. 12.

The RAC represents the degree of risk associated with the deficiency and combines the elements of hazard severity and mishap probability.

1. **Hazard Severity** is an assessment of the worst potential consequences, defined by degree of injury or occupational illness which is likely to occur as a result of a deficiency. Hazard severity categories shall be assigned by Roman numeral according to the following criteria:

Category I - Catastrophic: The hazard may cause death, loss of a limb, long term hospitalization, etc.

Category II - Critical: May cause severe injury or severe occupational illness.

Category III - Marginal: May cause injury or occupational illness.

2. **Mishap Probability** is the probability that a hazard will result in a mishap, based on an assessment of such factors as location, exposure in terms of cycles or hours of operation, and affected population. Mishap probability shall be assigned a letter according to the following criteria:

Subcategory A - Likely to occur immediately or within a short period of time.

Subcategory B - Probably will occur in time.

Subcategory C - May occur in time

3. **Risk Assessment Code** (RAC) is an expression of risk which combines the elements of hazard severity and mishap probability. Using the matrix shown below, the RAC is expressed as a single Arabic number that can be used to help determine hazard abatement priorities.

	Mishap Probability		
Hazard Severity	**A**	**B**	**C**
I	1	1	2
II	1	2	3
III	2	3	NA

Risk Assessment Code (RAC)

1 - Critical
2 - Serious
3 - Moderate

Instructions for Determining
Risk Assessment Code (RAC) for Asbestos Projects

Assign a Risk Assessment Code (RAC) to asbestos projects using the following methodology derived from DODINST 6055.1.

1. **Probability**: determine the number of people exposed to asbestos then determine the number of hours per week the average person is exposed. Note the letter where the row and column intersect. This is the probability.

	HOURS/WEEK		
No. of PEOPLE	1-8	9-40	>40
1-4	D	C	B
5-9	C	C	B
10-49	C	B	A
50 or more	B	B	A

2. **Hazard Severity**: determine the severity based either on the Naval Asbestos Facility Score (NAFS) if available in the activity's asbestos inventory or from a judgment of the condition of the asbestos involved. The resulting roman numeral is the Hazard Severity. (For more information on NAFS see Naval Energy and Environmental Support Activity Pub NEESA 70.2-010 of August 1992.)

	SEVERITY
NAFS=66-102 or Severely Damaged	**I**
NAFS=33-65 or Damaged	**II**

3. **Risk Assessment Code** (RAC) is an expression of risk which combines the elements of hazard severity and mishap probability. Using the matrix shown below, the RAC is expressed as a single Arabic numeral that can be used to help determine hazard abatement priorities.

	PROBABILITY			
HAZARD SEVERITY	**A**	**B**	**C**	**D**
I	1	1	2	3
II	1	2	3	NA

NOTES:

NAFS less than 33 or undamaged asbestos are not considered to be a hazard in most cases. If you believe asbestos at your activity is an exception, complete a project application form with justification